



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

UNDERGROUND UTILITY COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To locate water and sewer underground utilities using utility maps and sensitive electronic equipment; to coordinate activities with the area Blue Stake Center; and to perform a variety of technical activities in support of the Water and Wastewater Division crews, contractors, excavators and other utility companies.

Supervision Received and Exercised:

Receives general supervision from Transmission & Collection Administrator and other supervisory or management staff.

May exercise functional and technical supervision over utility maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Consult a variety of utility maps and operate various equipment including: line tracer, dousing rod, and electronic and magnetic pipe locators to locate water and sewer utility services in public streets, alleys, utility easements and other right-of-ways.
- Calculate distances to ensure exact locations; mark the location of utilities using locating equipment, paint and line tracers.
- Respond to emergency situations to give information and directions to contractors; City employees, and the general public to prevent further damage and lessen health and safety hazards.

CITY OF TEMPE

Underground Utility Coordinator (continued)

- Check for visibility of Blue Stake markings at construction areas; inform construction crews and general public of any complications with Blue Stake markings; explain State laws to construction crews and the general public as necessary.
- Train other water and wastewater distribution personnel in the policies, procedures, equipment, and pertinent rules and regulations used in locating underground utilities; locate storm drains and reclaimed water.
- Report problems in the field that need correction; occasionally plan and direct the work of one or more utility maintenance crews.
- Use a camera for documentation of Blue Stake markings, damaged utilities and Division vehicles involved in accidents.
- Test and evaluate equipment for potential purchase.
- Maintain locating equipment; maintain daily logbook and prepare various reports including simple sketches and drawings.
- Log changes in the TGIS system and related software for water, sewer, storm drains, reclaimed water and flood irrigation.
- Attend Blue Stake Committee and Divisional Safety meetings. Support the Utility Services Section other City Departments and Divisions as needed.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the installation, maintenance and repair of water and sewer service facilities and lines.

Training:

Equivalent to the completion of the twelfth grade.

CITY OF TEMPE
Underground Utility Coordinator (continued)

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 7400

Salary Range: 22

Compensation Plan: P40/Regular

FLSA: Non-Exempt